

Galilee Lutheran Church
Pewaukee, Wisconsin

BY-LAWS
Draft January 2012

Chapter 4. STATEMENT OF PURPOSE

C4.04.01 Wherever the term "Congregation Council" is used in the Constitution this congregation will use the term "Leadership Board".

C4.04.02 The congregation shall organize itself into the following areas and ministries. The Leadership Board will assign areas to individual members of the Board. Each ministry shall be led by a Coordinator, selected as described in C12.04.01. A ministry may be composed of one or more teams, which may be standing committees or they may be organized for a specific task and then disbanded once that task is complete.

a. The area of Welcoming consists of ministries that welcome people to Galilee and to faith in Jesus Christ.

1. The Hospitality ministry opens Galilee's doors to welcome people into its family.
2. The Connecting ministry brings Galilee's people of all ages together in social and spiritual friendship.
3. The Mentoring ministry develops leaders in the Galilee community.

b. The area of Equipping consists of ministries that provide tools and resources for a faith that works in real life.

1. The Worship ministry prepares our sanctuary for weekly and special occasion worship services.
2. The Christian Education and Youth ministry provides opportunities for people of Galilee to learn about God's love.
3. The Stewardship ministry acknowledges that God's ownership is the basic principle for Christian Stewardship.

4. The Administration ministry cares for Galilee's staff, finances, and facilities.

c. The area of Sending consists of ministries that send us into the world to make a difference in Jesus' name.

1. The Compassion Care ministry cares for the health and well-being of our community.
2. The Partnerships ministry participates in worship and fellowship activities with the synod office, faith-related service organizations, and other community churches.
3. The Global Gifting ministry stretches our reach beyond the local community to offer support on a national and global level.

Chapter 5. POWERS OF THE CONGREGATION

C5.04.01 The Leadership Board shall have the authority to elect replacements as voting members of the Synod Assembly or as representatives to other bodies when those elected by the congregation are unable for any reason to serve.

C5.05.01 The Endowment Fund Team shall consist of the Pastor, the Treasurer, and three other congregation members. One congregation member shall be elected at each annual congregation meeting to serve for a three-year term.

Chapter 8. MEMBERSHIP

C8.05.01 Membership in this congregation shall be terminated due to inactivity if the member has failed to worship, commune, or support the work of this congregation through offerings, time and talent for the previous two years. The Leadership Board shall determine if extenuating circumstances might justify deferring this termination.

C8.05.02 A member desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer, by authority of the Leadership Board.

C8.05.03 Participation in Holy Communion shall be extended to confirmed members and properly instructed unconfirmed baptized members of this and other Christian congregations. Participation requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the Scriptural teaching regarding the real Presence of Christ with His Body and Blood in the Sacrament. Information shall be available to make prospective participants aware of these requirements.

Chapter 10. CONGREGATION MEETING

C10.01.01 The annual meeting of the congregation shall be held before the end of January in each calendar year. Notice of the annual meeting shall be in accordance with the Constitution.

C10.06.01 In the following cases voting shall be by written ballot:

- a. To elect members of the Leadership Board.
- b. To adopt or amend the Articles of Incorporation, Constitution or By-Laws of this congregation
- c. To call a pastor or request a pastor's resignation.
- d. To sever membership in the ELCA.
- e. To dispose of, encumber or purchase real property.
- f. When requested by ten (10) or more voting members present.

Chapter 11. OFFICERS

C11.01.01 The President shall be responsible for the following actions:

- a. Preside over meetings of the Leadership Board.
- b. Preside over meetings of the congregation.
- c. Call special meetings of the Leadership Board when necessary.
- d. Call special meetings of the congregation when necessary.
- e. Sign all legal instruments required of Galilee Lutheran Church, as a corporation, by civil law.
- f. Meet at least once a year with the pastor, Vice-President and Stewardship Coordinator to review the membership roster of the congregation.

C11.01.02 The Vice President shall be responsible for the following actions:

- a. Assume the duties and responsibilities of the President during the absence or upon the resignation of the President, serving in this capacity until a new President is appointed by the Leadership Board.
- b. Meet at least once a year with the pastor, President and Stewardship Coordinator to review the membership roster of the congregation.

C11.01.03 The Secretary shall be responsible for the following:

- a. Record the minutes of the Leadership Board and all regular or special meetings of the congregation and preserve such records and all other

important documents as the Archives of Galilee Lutheran Church.

- b. Manage all authorized correspondence pertaining to matters of the Leadership Board and the congregation.
- c. Sign, along with the President, all legal instruments required of Galilee Lutheran Church.
- d. Collect, count, announce and record the results of all ballots rendered during congregational and Leadership Board elections.
- e. Report the activities of the Leadership Board to the congregation.

C11.01.04 The Treasurer shall be responsible for the following:

- a. Be custodian of all funds of the congregation and oversee the maintenance of accurate books and records of the congregation's financial situation.
- b. Supervise the disbursement of all funds in accordance with the Church Constitution and by the authority of the Leadership Board.
- c. Prepare a financial report for each Leadership Board meeting and the annual congregational meeting.
- d. Prepare quarterly personal financial statements for each giving unit of the congregation and keep necessary records pursuant to such statements.

C11.02.01 The Leadership Board shall appoint the President, Vice President, Secretary, and Treasurer from among the five lay members of the Leadership Board. Officers will serve for the following year. The term of the newly-elected officers shall begin at the close of the meeting at which they are elected.

C11.02.02 If an officer reaches the end of his/her term of service on the Leadership Board and is replaced by election at the congregation annual meeting, he/she shall nevertheless remain on the Leadership Board until a replacement officer has been appointed.

Chapter 12. LEADERSHIP BOARD

C12.01.01 Five members of the congregation shall be elected to the Leadership Board to serve with the pastor(s). Election will be for two-year terms. Three members will be elected during even numbered years and two members will be elected during odd numbered years. Each member may serve a maximum of two consecutive terms. The Leadership Board shall take office upon the adjournment of the Congregational meeting at which they are elected.

- a. All ministries and programs will be discerned by Galilee's currently adopted Mission and Visioning Statements and in conjunction with the Constitution to determine their appropriateness.
- b. A special meeting of the Leadership Board may be called by giving notice at a public service or mailing notice to each member five (5) days in advance of the meeting. A special meeting may be called by a Pastor, the President, or any three (3) members of the Leadership Board. An emergency meeting can be called within a 24 hr period if circumstances inhibit function of church. Electronic notice of meetings may be used.
- c. If a member is absent from four (4) consecutive regular meetings of the Leadership Board, that member shall forfeit membership on the Leadership Board, unless specifically reinstated by vote of the Leadership Board. A member having two (2) consecutive absences from regular meetings shall be notified thereof, in writing, by the Secretary.

C12.04.01 The Leadership Board shall appoint Coordinators to lead each of the ministries of Galilee described in B4.04.02.

- a. Coordinator appointments will normally be for two years. Co-coordinators may be appointed, with overlapping terms of appointment, to allow for training and continuity. The Leadership Board may extend a term of appointment or appoint a person for a second term.
- b. The Coordinators, together with the Leadership Board, will recruit members to ministry teams and ensure that those teams have good leadership. The Coordinators will help the teams in their ministries define their mission and goals. Depending on the organization of the specific ministry, the Coordinator may lead one or more of the teams within that ministry but this is neither expected nor encouraged.
- c. The Coordinators will report Ministry plans, accomplishments, and recommended policies and programs to the Leadership Board at least once a quarter. Coordinators are encouraged to communicate with each other about items of mutual interest and concern. The Leadership Board will arbitrate and decide if the Coordinators have difficulty resolving conflicting priorities.
- d. The Coordinators shall report on the plans and accomplishments of their respective ministries, to be published for the annual meeting. The Coordinators, or leaders of the teams of those ministries, are encouraged to write articles for the Galilean and/or the weekly announcements from time to time.

C12.05.01 The property of the congregation shall be for the use of the congregation in its

normal function as a Lutheran Church and shall be used only for related or approved functions of the congregation.

C12.05.02 Property of the congregation shall not be loaned or rented to any group or individual not affiliated with the congregation or with the Evangelical Lutheran Church in America, unless application for such use has been approved by the Leadership Board by a two-thirds majority of those members present.

C12.05.03 All Teams and organizations handling funds within the congregation shall submit accounts to the treasurer. The president of the congregation may review any account at his/her discretion. All reports of accounts shall be submitted at least thirty (30) days prior to the annual meeting; the treasurer shall include such accounts in a report at the meeting.

C12.08.01 The Leadership Board shall evaluate annually the performance of all church staff. Clergy staff will be evaluated by the Leadership Board. The review committees for each of the other performance reviews will include at least one member of the Leadership Board, the Coordinator for the related Ministry and the Pastor.

C12.08.02 Adjustments in the compensation of all employees of the church shall be the responsibility of the Leadership Board. Adjustments in the salary of the pastor(s) shall be the responsibility of the lay members of the Leadership Board.

C12.12.01 A quorum for the transaction of business shall consist of not only a majority of the members of the Leadership Board but also a majority of its lay members.

Chapter 13. CONGREGATION COMMITTEES

C13.03.01 The Audit Committee shall audit all financial records of the congregation and other church organizations, and shall present its report to the annual meeting in writing. The Audit Team shall examine all insurance policies of the congregation to determine the amount and kind of insurance in force and recommend modifications, as required.